



**REQUESTS BY MAIL OR FAX
CIVIL AND CRIMINAL CASE FILES ONLY**

The Office of Regional Records Services in San Bruno, California, accepts mail requests for photocopies of civil and criminal case files, and forwards the photocopies to the requestor via U.S. Postal Service (USPS) or FAX. Requestors may obtain photocopies of

Please follow the 5 steps below to obtain certified or uncertified copies of civil or criminal case files:

STEP 1 For each case, *obtain the following information from the court* where the case was filed and closed.
PLEASE USE ONE FORM PER CASE.

FRC ACCESSION NUMBER

AGENCY BOX NUMBER

FRC LOCATION NUMBER

CASE FILE NUMBER

CASE FILE NAME

STEP 2 Identify whether you want the **ENTIRE CONTENTS** of the case file, the **CRIMINAL PACKAGE**,
REQUESTED DOCUMENTS from the docket sheet (please check ONE):

☐ The **ENTIRE CONTENTS** of the case file (*Civil or Criminal*). This option includes ALL of the documents in the requested case file and costs \$35.00 for up to 70 pages and \$.50 per page thereafter, not to exceed 200 pages total.

☐ The **CRIMINAL PACKAGE** containing two commonly requested documents. This option includes the documents listed below (**NO substitutes accepted**). All questions concerning file contents should be directed to the appropriate U.S. District Court. The **total** cost of the **PACKAGE** is \$10.00.

- * The Judgement and Sentence or Probation/Commitment Order.
- * Charging Documents (The Indictment, Rule 20, or Information Document).

☐ **REQUESTED DOCUMENTS from the docket sheet** (*Civil or Criminal*). This option includes specific documents hi-lighted or otherwise clearly marked on a copy of the docket obtained from the court. All questions concerning file contents should be directed to the appropriate U.S. District Court. The **total** cost of the **REQUESTED DOCUMENTS** is \$35.00 for up to 70 pages and \$.50 per page thereafter, not to exceed 200 pages total.

Check the box to the right if you would like to have all of your photocopies **CERTIFIED**.
Certification is a verification of true, legal copies and costs an *additional* \$6.00 per certification.

Check the box to the right if you would like to have your photocopies returned via **FAX**.
The Records Center will **ONLY** return the first **70 pages** of your request via FAX. Photocopies in excess of 70 pages will be returned via USPS.

----- FOR REGIONAL RECORDS CENTER USE ONLY -----

DATE OF SEARCH
SEARCHER'S INITIALS

SEARCHER'S REMARKS

STEP 3 Print your name, mailing address, AND telephone number below:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAYTIME TELEPHONE NUMBER AREA CODE (_____) _____

FAX TELEPHONE NUMBER AREA CODE (_____) _____

STEP 4 PAYMENT MAY BE IN THE FORM OF A MONEY ORDER, **PERSONAL PRE-PRINTED CHECK**, VISA, MASTERCARD, DISCOVER, or AMERICAN EXPRESS.

SUMMARY OF CHARGES:

ENTIRE CONTENTS = \$35.00 up to 70 pages
\$ 0.50 per page thereafter (If over 70 pages, we will
contact you for the additional fee - 200 pages maximum)

CRIMINAL PACKAGE = \$10.00

REQUESTED DOCUMENTS = \$35.00 up to 70 pages
\$ 0.50 per page thereafter (If over 70 pages, we will
contact you for the additional fee)

CERTIFICATION = \$6.00 (Certification not available with FAX service)

Make checks or money orders **payable to: NATIONAL ARCHIVES TRUST FUND**

If charging this purchase to your credit card (VISA, MASTERCARD, DISCOVER, or AMERICAN EXPRESS) enter the account number, the expiration date AND your signature below:

CARD NAME & # _____ EXP. DATE _____/_____/_____

SIGNATURE _____

STEP 5 Mail your payment and/or this completed form to: **NARA-Pacific Region**
ATTN: COPY REQUEST
1000 COMMODORE DRIVE
SAN BRUNO, CA 94066-2350

Depending upon workload, requests will normally be processed (file retrieved, documents identified, copies made, and placed in outgoing mail) within 3 to 5 business days of receipt at the Records Center.
Please note - Calling to check on the status of your request delays processing.

*****NOTE: REQUESTS WILL NOT BE TAKEN BY PHONE*****

Or FAX your request to us at (650)-238-3507 if paying by credit card.

YOUR REQUEST, AND ANY FEES SUBMITTED, WILL BE RETURNED TO YOU IF:

- a. The information supplied in **STEP 1** is incorrect or incomplete.
- b. The name on the case file does not match the name requested.
- c. You fail to enclose a check or money order OR if the amount is incorrect.
- d. Authorization cannot be obtained for the credit card number you supplied.
- e. Clearly marked docket sheet for *Requested Documents* is not received.
- f. Federal agency requests are submitted without proper fees.

For Further Information Call (650) 238-3502 (Monday through Friday, 7:00 a.m. to 3:30 p.m.)